

**LOCAL BUSINESS OPPORTUNITY COMMISSION
CERTIFICATION PACKAGE**

**DEPARTMENT OF HUMAN RIGHTS
AND
LOCAL BUSINESS DEVELOPMENT**

**Local, Small and Disadvantaged Business Enterprise
Program**

**Government
of the
District of Columbia**

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Mayor**

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Director**

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Washington, DC 20001
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A MESSAGE FROM THE DIRECTOR

Dear Entrepreneur:

We are delighted that your company has expressed an interest in the District of Columbia's Equal Opportunity for Local, Small and Disadvantaged Business Enterprise Certification Program. The Department of Human Rights and Local Business Development is pleased to provide you with this certification application and instructional guide. We have incorporated in our revised package many of the recommendations made by the small business community.

A major change to our certification process is a condensed application and a "supporting documentation checklist" for each business (i.e. corporations, partnerships, sole proprietorships, etc.). This change will enable you to more easily determine which exhibits apply to your specific business type. If your principal place of business is outside the District of Columbia, but is located within the Washington Standard Metropolitan Statistical Area, please complete and submit the enclosed waiver form with your application.

This administration is optimistic that the revised certification application and information package will further encourage potential applicants to seek certification by the Local Business Opportunity Commission. Thank you in advance for your participation. We look forward to working with you.

Sincerely,

Jacquelyn A. Flowers
Director

District of Columbia
Department of Human Rights
and
Local Business Development

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District of Columbia
Department of Human Rights
and
Local Business Development

I. Introduction

LSDBE Application (Primary Application; must be completed by all applicants).

Waiver Application (Must be completed by all applicants with Principal Offices located outside the District of Columbia. Not eligible for Local Business Enterprise –LBE- Certification).

Please follow the 5 step user's guide as attached.

District of Columbia
Department of Human Rights
and
Local Business Development

II. Area of Certification or Eligibility Criteria:

Small Business Enterprise.....(SBE – 50% Set Aside)
Local Business Enterprise.....(LBE – 5% Preference)
Disadvantaged Business Enterprise.....(DBE – 5% Preference)
Development Zone Enterprise.....(DZE – 2% Preference)

FACT SHEET
LOCAL, SMALL & DISADVANTAGED
BUSINESS CERTIFICATION PROGRAM

The LSDBE Program is a program established pursuant to legislation approved by the District of Columbia City Council and the Mayor on December 24, 1998. After review by the DC Financial Control Board and Congress, the permanent legislation became effective as DC LAW 12-268, the “Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1998”. The LSDBE Program establishes a 50% goal for District government contracts with local small business enterprises and provides a bid preference mechanism for local and disadvantaged business enterprises in all available areas of District government contracting. Under this program, applicants are eligible for certification in the following classifications:

Local Business Enterprises (LBE)

LBE is a business enterprise whose principal office is located physically in the District of Columbia, licensed by the District and subject to District of Columbia taxes.

Disadvantaged Business Enterprise (DBE)

A DBE is a LBE, or a business enterprise that has satisfied the requirements (waiver) established in Section 6(13) of the Act, which is operated, owned and controlled by an **economically disadvantaged** individual. For purpose of this program, an economically disadvantaged person is a socially disadvantaged person whose ability to compete in the free enterprise system has been impaired due to diminished capital and redia line of business and competitive market area who are not socially disadvantaged. **Socially disadvantaged** individuals are those who can clearly demonstrate that they have reason to believe they have been subjected to prejudice or bias because of their identity as members of a group without regard to their qualities. To qualify, you must submit a letter that demonstrates historic, economic and social discrimination, your letter must be signed and notarized in Washington, DC, along with your letter, you must submit your personal income tax return and your personal financial statement.

Benefits:

LBEs and DBEs will be eligible to receive five (5) preference points on proposals and 5% reduction on all bids.

Small Business Enterprise (SBE)

A SBE is a local business or a business enterprise that has satisfied the requirements established in Section 6(13) of the Act, which has average annualized gross receipts (for three years preceding certification) and does not exceed the following limits:

<u>Industry Type</u>	<u>Average Annual Gross Receipts</u>
Construction (street, highway, bridges, etc.)	\$23 million
Building Construction (general construction, etc.)	\$21 million
Specialty Trade Contractors	\$13 million
Manufacturing Services	\$10 million
General Services	\$19 million
Transportation & Hauling Services	\$13 million
Goods & Equipment	\$8 million
Personal Services (hotels, beauty, laundry, etc.)	\$5 million
Business Services (general)	\$10 million
Health & Legal Services	\$10 million
Health Facilities Management	\$19 million
Financial Institutions	\$300 million

Benefits:

SBEs are eligible to participate in a 50% Set-Aside (contracting & subcontracting) program.

Joint Ventures

A Joint Venture is an association of two or more businesses (including one *LBOC certified firm with at least 51% ownership, management and control), temporarily formed to carry out a single business activity or project for profit in which they combine their property, capital, efforts, skills and knowledge. The association is limited in scope and duration. Venture partners individually must remain within the above size standards in order to qualify for approval.

Enterprise Zone

LBEs that are located within an Enterprise Zone or an area for which an application for designation as an Enterprise Zone has been submitted will be eligible for a two (2) point preference in the case of proposals and a two percent (2%) reduction in the case of bids.

The following locations represent the economic development zones for the District of Columbia:

1. The Alabama Avenue economic development zone which is bordered on the north by the east side of Fort Stanton park, SE and Suitland Parkway, SE and the northern Property line of St. Elizabeth Hospital and Alabama Avenue, SE on the south by Southern Avenue, SE, on the northeast along Fort Baker to 28th Street, SE, south on 28th Street, to Denver Street, SE, south on Denver Street, SE, to Naylor Road, SE, and southeast on Naylor Road, SE to Southern Avenue, SE, and on the west by South Capital Street, SE, as designated in Mayor's Order 86-193, dated October 27, 1986 (33 DCMR 7798);
2. The DC Village economic development zone, which is bordered by I-95 on the west and south, Martin Luther King, Jr. Avenue, SW, on the east, and Laboratory Road, SW, on the north, as designated in Mayor's order 86-193, dated October 27, 1986 (33 DCMR 7798);
3. The Anacostia economic development zone, from the west span of the 11th Street Bridge, south to Martin Luther King, Jr. Avenue, SE and S Street, SE, east on S, Street, SE, to Naylor Road, SE, south to Altamont Place, SE, south to Good Hope Road, SE, south along the west boundary of Fort Stanton Park to Suitland Parkway, SE, crossing Suitland Parkway, SE, at Robinson Place, SE, northwest along the north property-line of Saint Elizabeth's Hospital that includes approximately 40 acres adjacent Barry Farms on the north property-line, including the area in and around the Point, and adjacent to the I-295 Expressway right of way on the south property line, to the west property-line of Saint Elizabeth's Hospital, south to the southern property-line of Saint Elizabeth's Hospital, east to Milwaukee Place, SE, southeast to Martin Luther

King, Jr. Avenue, SE, south to Portland Street, SE, west to South Capitol Street, SE, north to Anacostia Drive, SE, east to the west span of the 11th Street Bridge.

Waiver Provisions

Applications whose principal office are not physically located within the District of Columbia may qualify for certification as SBE and DBE if they meet certain waiver provisions. The waiver provisions are based on an applicant's ability to demonstrate strong economic ties to the District of Columbia. These applicants must first satisfy the waiver provisions in order to be eligible for certification consideration.

All information should be submitted to the Certification Division, DC Department of Human Rights and Local Business Development, One Judiciary Square, 441-4th Street, Suite 970N, Washington, DC 20001. For more information, please contact the Certification Division staff at (202)727-3900.

Certification Expiration

1. Expiration:

All certifications expire two (2) years from the date of issuance.

How to read your certification:

Sample 98-01-1234 means

Year 1998, Month 01, Certification No. 1234

2. Recertification:

Applications should be submitted not less than ninety (90) days before the date of expiration.

Anticipate recertification:

Sample Expiration January 1999 means

Submitted for renewal review in October 1998.

3. Changes:

Any change in your certification status must be notified to the Local Business Opportunity Commission (LBOC) pursuant to the Equal Opportunity for Small, Local and Disadvantaged Business Enterprise, immediately. Section 821.1 of the DC Municipal Regulations on LSDBE Contracting.

Notify LBOC of:

Change of address and telephone numbers

Change of ownership and/or control

Other pertinent changes that affect the make-up of the company as presented in your LSDBE certification application

Note: Failure to inform the LBOC of these changes can result in the revocation of certification.

4. Bidding:

A copy of the LSDBE certification letter must be attached to the front of bid or proposal for the Small Business Enterprise (SBE) set-aside. Section 804.8 of the DC Municipal Regulations on LSDBE Contracting.

Note: Bids or proposals may be challenged.

USER'S GUIDE

District of Columbia Local, Small and Disadvantaged Business Enterprises Certification Program

Save time and energy...

Avoid costly errors and...

Improve your processing time...

By following these simple steps:

- ❑ Step 1 Print and Review All LSDBE Certification Program forms
- ❑ Step 2 Review Questions and Answers Most Frequently Addressed
- ❑ Step 3 Review Required Supporting Documents Checklist
& Fact Sheet
- ❑ Step 4 Review Waiver Application (determine if applicable to you)
- ❑ Step 5 Complete LSDBE Certification Application and Attach
Required Documents
- ❑ Step 6 Submit your LSDBE Certification Application to:

**Department of Human Rights &
Local Business Development**

Attention: LSDBE Certification Program
441-4th Street, NW, Suite 970N
Washington, DC 20001

*Questions? Please call (202) 727-3900 and ask for
Department of Local Business Development certification assistance.*

FREQUENTLY ASKED QUESTIONS

Q: What is the purpose of the LSDBE program?

The District of Columbia is focused on developing contracting and procurement “preference” and “set-aside” opportunities for District-based businesses. The District discretionary spending can be directed to District businesses that support and contribute directly to job creation and the tax base. These efforts in turn assist the District in developing a much stronger local economy.

Q: Exactly what benefits do I get as an LSDBE?

LSDBE Certification allows businesses to participate in the District’s “Sheltered Markets” contracting program. Preference and set-aside vary from 35%-50% LSDBE participation. You may obtain preferences in the form of 2-12 points (maximum) on your response to Request for Proposals (RFPs) and/or 2-12% reduction (maximum) on your response to bids.

Q: Will all applicants be accepted into the LSDBE program?

No. Only bona-fide District businesses meeting the certification requirements will be accepted into the LSDBE program.

Q: If my company is not accepted into the LSDBE program, will I still be able to bid on District contracts and procurement opportunities?

Yes. All companies are welcomed to compete in the free enterprise system. Non-LSDBE companies may market themselves to the Office of Contracting and Procurement for bid and contracting solicitations. It should be noted, however, LSDBE program goals are established to provide increased opportunities to LSDBE certified firms through preference programs. If you company obtains an award from the District, it may be required to obtain 35-50% LSDBE participation for all sub contracting needs.

Q: I have already applied with other governmental agencies, can the LSDBE certification program accept my existing certifications? Why/Why not?

No. The District of Columbia LSDBE Certification Program is a legal regulation enforced through D.C. Law 12-268 entitled “Equal Opportunity for Local, Small and Disadvantaged Business, Act of 1998.” The program is designed for District based businesses only. Other certification programs are not designed to meet legal compliance of the District. However, some supportive documentation can be copied and submitted to the District LSDBE certification program (i.e. business plan, financial statements, copy of business license, etc.).

Q: Who decides if my application is approved?

LSDBE Certification approvals are issued by the Local Business Opportunity Commission (LBOC). The Commission is appointed by the Mayor and serve as volunteers as specified in the District of Columbia Law 12-268. LBOC is composed of business leaders and one District government representative.

Q: If the LBOC decides on my approval, why do I need to submit my application with the Department of Human Rights and Local Business Development (DHR & LBD)?

DHR & LBD serves as the administrative support for the LBOC. It reviews, audits, and submits report summaries to LBOC for final review and approval.

Q: How soon will you begin processing my application?

The average time to process an application is approximately 10 working days. Once your application is received, it is placed with our “Intake” personnel for processing, where your application package is entered into the LSDBE application database and a receipt of delivery is given to you. Your application package is then assigned to a certification specialist for analysis. The specialist may contact you regarding the status of your application and for additional information. Once all required documents are received, the package

Step 2 – LSDBE Certification Program

is submitted to the independent Local Business Opportunity Commission (LBOC) for certification approval/denial.

Q: How long does the overall certification approval take?

Because the certification program is in fact a two-fold system, certification approval requires a minimum of 30 to 90 days. This period reflects the time to process your application and the time to schedule/present your final summary and report at the next Local Business Opportunity Commission meeting.

LSDBE candidates may reduce the processing time by submitting complete and comprehensive application packages.

Q: If my application is not complete, will my processing time increase?

Yes. If your LSDBE package is not complete, you will be notified in writing by a certification specialist indicating deficiencies. You will be asked for additional information pertaining to your application. If you do not respond in a timely manner to the request for additional information, your application may be deactivated and a new submission will be required.

Q: How can I ensure there are no additional delays in processing my application?

Take the time to prepare and submit a comprehensive application, complete with supporting documentation. Use the checklist provided to assist in developing a comprehensive package. Always ensure that all documents are included at the time of submission.

Q: Is my business subject to on-site inspections?

Yes. All LSDBE certification applications are subject to on-site inspections.

Q: What is the purpose for on-site inspections?

On-site inspections provide certification specialists an opportunity to confirm the applicants' business type (by NIGP codes), actual business site(s), principal office location, management control and capacity for doing business in the District.

Q: I am trying to get a contract now, can my LSDBE certification be postdated or retro-acted to my bid submission date?

No. All LSDBE certification packages are reviewed once per month by LBOC and effectively dated based on that meeting and determination.

Q: Where do I get an application?

Applications are currently available for pick-up at 441 4th Street, NW, Suite 970, Washington, DC 20001, or you may request to have it faxed to you by calling (202)727-3900. You can also print an application from our web site at www.ci.washington.dc.us/dhr_lbd.

Q: Can I speak to a representative before I submit my application?

Yes, the Department welcomes your inquiries. However, you may prefer to participate in an orientation meeting, please call (202)727-3900 for more information.

Q: Once certified, how will I get notice of contracting and procurement opportunities?

All LSDBE certified firms are placed into the DC Office of Contracting and Procurement (OCP) vendor file database and the LBOC LSDBE directory. Your company is matched to procurement and contracting opportunities based on NIGP codes. If a match is confirmed, you will be notified by OCP.

Q: Aside from NIGP matching, how else can I increase my opportunities with the District?

Step 2 – LSDBE Certification Program

You must market your company to the DC Office of Contracting and Procurement (OCP), understand what new projects and/or bidding opportunities are to arise and submit responses as required. We encourage you to visit the District of Columbia. OCP supply schedule web site at www.ocp.dcgov.org.

Q: Who issues contracts for the District government?

Buyers for the District are centrally located in the Office of Contracts and Procurement located at 441 4th Street, NW, Suite 800 South, Washington, DC 20001, (202)727-0252. The District government has contracting offices that purchase for the agencies.

Q: I already search for federal contracts and procurement opportunities through the Commerce Business Daily, aren't the Districts' bidding opportunities listed there?

No. The District of Columbia is an independent government.

Q: I have just started a business, can I participate in the LSDBE program?

Yes. However, the LSDBE Certification Program requires detailed investigation of capacity to perform and proof of direct experience to compete. As a start-up, your application must include detailed information about: experience, management capability, staff, capital injection, equipment to perform, licenses, leases, financial operations, business plan, etc.

Q: What types of business structures does the LSDBE Program certify?

The LSDBE program certifies c-corporations, s-corporations, limited liability corporations, partnerships, sole-proprietorships, and joint ventures

Q: I'm thinking of joint venturing with another firm, do we both need LSDBE certification?

No. Although it is highly encouraged to have all firms LSDBE certified, a joint venture may have only one company certified IF the primary business owns (control) and operates over 51% of the business interest. Please call for further information. All joint ventures are subject to review and final approval by the LBOC.

Please Note:

This Questions and Answer packet is designed to assist the applicant by listing some of the most commonly addressed issues. This packet is not intended to, by accident or otherwise, supersede any viable and/or current legislation authorized by the District of Columbia City Council. All applicants are advised to attend the Department of Human Rights and Local Business Development Orientation Session for LSDBE program participation requirements and further application information.

REQUIRED SUPPORTING DOCUMENTS CHECKLIST - CORPORATION & LLC

For who: Companies registered as C-Corporations, S-Corporations and LLCs., with principle office(s) located **within** the District of Columbia

What to submit:

Existing corporations please

1. Complete the enclosed application
2. Provide copies of the following supportive corporate documentation
 - a) Articles of incorporation
 - b) Executed stock certificates
 - c) Executed office lease agreement (certificate of occupancy or home occupation permit may be substituted)
 - d) Abbreviated business plan (e.g. executive summary, operations plan, organizational structure, marketing outline, etc.)
 - e) Financial statements less than 120 days old (balance statement, cash flow summary, financial projections)
 - f) Last two (2) years corporate District and Federal tax returns
 - g) Resume of key personnel
3. Principle owner(s)' documentation of eligibility
 - a) Proof of citizenship (e.g. copy of passport, birth certificate, voter registration card)
 - b) Proof of residency (e.g. copy of driver's license or pictured ID and copy of current utility bill)

New corporations (less than 1 year old) must provide

1. All documentation as listed above, and
2. Proof of capital injection (e.g. current bank statement)
3. Comprehensive business plan

Note: Companies with principal offices located outside the District of Columbia must also complete a Waiver Application and meet criteria. Please see attached.

REQUIRED SUPPORTING DOCUMENTS CHECKLIST - SOLE PROPRIETORSHIP

For who: Companies registered as a sole-proprietorship with principal office(s) located **within** the District of Columbia

What to submit:

Sole-proprietorships please

1. Complete the enclosed application
2. Provide copies of the following supportive sole-proprietorship documentation
 - a) Executed office lease agreement (certificate of occupancy or home occupation permit may be substituted) or deed for principle business office
 - b) Brief description of business or an abbreviated business plan (e.g. executive summary, operations plan, organizational structure, marketing outline, etc.)
 - c) Financial statements less than 120 days old (balance statement, cash flow summary, financial projections)
 - d) Last two (2) years District and Federal tax returns
 - e) Resume
 - f) Proof of citizenship (e.g. copy of passport, birth certificate, voter registration card)
 - g) Proof of residency (e.g. copy of driver's license or pictured ID and copy of current utility bill, certificate of occupancy)

New sole-proprietorships (less than 1 year old) must provide

4. All documentation as listed above, and
5. Proof of capital injection (e.g. current bank statement)
6. Comprehensive business plan

Note: Companies with principal offices located outside the District of Columbia must also complete a Waiver Application and meet criteria. Please see attached.

REQUIRED SUPPORTING DOCUMENTS CHECKLIST - PARTNERSHIP

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For who: Companies registered as a partnership with principal office(s) located **within** the District of Columbia

What to submit:

Partnerships please

1. Complete the enclosed application
2. Provide copies of the following supportive sole-proprietorship documentation
 - a) Executed office lease agreement (certificate of occupancy or home occupation permit may be substituted) or deed for principle business office
 - b) Brief description of business or an abbreviated business plan (e.g. executive summary, operations plan, organizational structure, marketing outline, etc.)
 - h) Financial statements less than 120 days old (balance statement, cash flow summary, financial projections)
 - i) Last two (2) years District and Federal tax returns for each partner
 - j) Resume for each partner
 - k) Proof of citizenship (e.g. copy of passport, birth certificate, voter registration card) for each partner
 - l) Proof of residency (e.g. copy of driver's license or pictured ID and copy of current utility bill, certificate of occupancy) for each partner
 - m) Partnership agreement

New partnerships (less than 1 year old) must provide

7. All documentation as listed above, and
8. Proof of capital injection (e.g. current bank statement)
9. Comprehensive business plan

Note:

Companies with principal offices located outside the District of Columbia must also complete a Waiver Application and meet criteria. Please see attached.

REQUIRED SUPPORTING DOCUMENTS CHECKLIST - DISADVANTAGED

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For who: Companies applying for Disadvantaged Business Enterprise (DBE) status with principal office(s) located **within** the District of Columbia or the Washington Standard Metropolitan Statistical Area (WSMSA).

What to submit:

Notarized statements:

1. Identification of the group (ethnic basis) for which you are claiming disadvantaged status
2. Summary of specific instances where the following was denied and/or affected your ability to enter the free enterprise system
 - ☐ Access to capital
 - ☐ Access to credit
 - ☐ Access to bonding
3. Principal owner's personal financials

Note: To obtain additional information about this program, please contact the Department of Human Rights and Local Business Development - Certification Division at (202) 727-3900. All documents submitted are kept confidential and on file.

Violations:

Individuals found to have submitted fraudulent or substantially inaccurate information will be subject to civil criminal penalties (fines, imprisonment and/or debarment). Violators will also be liable for any additional expense the government incurs as a result of such violations.

WAIVER APPLICATION

GOVERNMENT OF THE DISTRICT OF COLUMBIA LOCAL BUSINESS DEVELOPMENT OPPORTUNITY COMMISSION

The WAIVER APPLICATION is for companies whose principal office is NOT physically located in the District of Columbia.

Firms located outside the District of Columbia may obtain Small, Disadvantaged Business Enterprise Certification consideration IF the applicant meets 4 of the 5 following criteria. Please complete this addendum and submit with your certification application package.

Applicant's Name: _____

Business Name: _____

Principal Address: _____

(Street Address)

(City),

(State)

(Zip)

Tel. _____ Fax _____

1. The applicant's principal office is located in the Washington Standard Metropolitan Statistical Area*: ____ Yes ____ No

List City & State: _____ County: _____

Documentation Required: A copy of the lease or rental agreement, or deed for the principal business office.

2. More than fifty percent (50%) of the assets of the business enterprise are located in the District of Columbia. ____ Yes ____ No

Total Assets (100%): _____ % of Assets in DC: _____

Documentation Required: Bank statements for the last six months; Balance Sheet less than 90 days old from each jurisdiction. Utilization of local bank with principal office in DC is encouraged.

3. More than fifty percent (50%) of the employees of the business are residents

of the District of Columbia.

Total number of employees:

Number of DC residents: _____

3. Continued...

Documentation Required: Employee W2 Forms or W3 Transmittal Forms for all employees who are DC residents; appropriate company contract forms for employees hired by contract; DC Unemployment Compensation Forms and/or certified payrolls not more than ninety (90) days old.

4. The owners of more than fifty percent (50%) of the business enterprise are residents of the District of Columbia.

Number of Owners: _____ Number of Owners in DC: _____

Percentage(%) Ownership in DC: _____

Documentation Required: Copy of personal income tax returns of principal owners reflecting their permanent home address; driver's license; homeowner's tax assessment, Articles of Incorporation, etc.

5. More than fifty percent (50%) of the total sales or other revenues derived from transactions in the District of Columbia. ____ Yes ____ No

Total Sales (FY ____): _____

Total DC Sales Revenues (FY ____): _____

Percentage (%) DC Sales Revenue (FY ____): _____

Documentation Required: Documentation of sales (e.g. photocopies of contracts, sales tax forms and/or invoices from each jurisdiction; tax returns or income statement).

***Washington Standard Metropolitan Statistical Area (WSMSA)**

Maryland Counties: Calvert, Charles, Howard, Montgomery, Prince Georges

Virginia Counties: Arlington, Fairfax, Loudon, Prince William, Stafford

Virginia Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park

Official Use Only:

Tracking # _____

Received By: _____

LOCAL, SMALL AND DISADVANTAGE BUSINESS ENTERPRISE CERTIFICATION APPLICATION

1. Business Name _____
 Email _____ Tel. (____) _____ Fax (____) _____

2. Business Mailing Address _____
 City _____ State _____ Zip _____ Ward # _____

3. Principal Contact Person _____ Title _____ Tel (____) _____

4. List Business Structure (choose one):
 ____ Corporation ____ LLC ____ Partnership ____ Sole Proprietorship

5. Date Business Established _____ If corporation, location of incorporation _____

Primary business activity (if diversified, percent of each adding up to a total of 100%): % ____ Professional Service (i.e. Legal, A&E, CPA, etc.)

% ____ Construction % ____ Manufacturer % ____ Distribution % ____ Wholesaler % ____ Retailer % ____ Service Provider

6. List the following business information (please contact listed reference phone numbers for personal assistance):

Dunn & Bradstreet No.:	800-333-0505	No.:
Local Unemployment Compensation No.:	202-724-7566	No.:
DC Franchise Tax ID:	202-727-7000	No.:
Federal Employer ID:	800-829-1040	No.:

7. Describe the business' product line, trade or services below (attach additional pages if necessary):

7a. National Institute of Government Policies (NIGP) Commodity Codes (see attached):

8. Briefly describe any specialties: _____

9. List business and office equipment, vehicles and facilities located (attach additional page if necessary):

a. Equipment & Vehicles Owned &/or Leased	Storage Location of Equipment & Vehicles	b. List All Operating Facilities (please designate principal facility)	Address, City, State, Zip

10. Identify all original and current owners/stockholders of the business (attach additional page if necessary):

Original and Current Owners/Stockholders of Business					(a) List Total Corporate Shares Authorized _____				
(b) Name of Owners/ Stockholders	(c) US Citizen (check X if yes)	(d) LAPR	(e) Sex	(f) Total authorized shares/ holder	(g) % of Ownership	(h) Initial Capital Injection	(i) Class of Stock Issued (Common/ Preferred)	(j) Home Address and Phone Number	(k) Ward No.

Note: In column (c) indicate with an “x” whether the persons listed are United States Citizen or Lawfully Admitted Permanent Resident (LAPR). In columns (f) through (i) indicate investment capital, total number and type of shares issued to each owner.

11. Identify current members of Board of Directors/Owners (part a) and Officers of the Corporation (part b):

(a) Current Board of Directors/Owners							
Name	Title	Occupation	Sex	Date Appointed	Home Address	Phone	Ward No.

(b) Officers of Corporation/Key Personnel							
Name	Title	Operational Function(s)	Sex	Date Appointed	Home Address	Phone	Ward No.

12. List Bonding Information:
 Name of Bonding Company _____
 Address _____ City _____ State ____ Zip _____
 Contact Person _____ Phone (____) _____ Fax (____) _____
 List bonding specialties (if any) _____ Bonding Limit \$ _____
 _____ \$ _____

13. List Insurance Information:
 Name of Insurance Company _____
 Address _____ City _____ State ____ Zip _____
 Contact Person _____ Phone (____) _____ Fax (____) _____
 List insurance type: _____ Property/Liability Limit \$ _____
14. List Business Banking Information:
 Primary Business Bank _____
 Address _____ City _____ State ____ Zip _____
 Contact Person _____ Phone (____) _____ Fax (____) _____
15. List other Local Businesses (DC based) do you do business with:
 Business Name _____ Contact Person : _____ Tel (____) _____
 Business Name _____ Contact Person : _____ Tel (____) _____
 Business Name _____ Contact Person : _____ Tel (____) _____
16. List charitable and other contributions to the DC Community (please be specific):
 Name _____ Tel (____) _____
 Type of contribution _____
 Name _____ Tel (____) _____
 Type of contribution _____
17. List total amount of taxes paid to DC Government (specify type of taxes paid in the current and latest tax year):
- | a. Check all that apply: | b. Current, Year-to-Date: | c. Last Fiscal Year 19____: |
|------------------------------|---------------------------|-----------------------------|
| ___ Arena | \$ _____ | \$ _____ |
| ___ Corporate..... | \$ _____ | \$ _____ |
| ___ Unemployment..... | \$ _____ | \$ _____ |
| ___ Personal Property..... | \$ _____ | \$ _____ |
| ___ Workers Compensation.... | \$ _____ | \$ _____ |
| ___ Sales | \$ _____ | \$ _____ |
| ___ Real Estate..... | \$ _____ | \$ _____ |
| ___ Fuel..... | \$ _____ | \$ _____ |
| ___ Business..... | \$ _____ | \$ _____ |
| ___ Use..... | \$ _____ | \$ _____ |
| ___ Income | \$ _____ | \$ _____ |

18. List the LSDBE status you are applying for (please choose all that are applicable and refer to “Supporting Documentation Checklist”):
 ___ Local ___ Small ___ Disadvantaged (additional notarized affidavit required)

a. List location of principal business site:

 ___ DC ___ WSMSA (please reference “Waiver Application”)

b. Enterprise Zone - If you have listed “DC” as your principal business site, please indicate one:

 ___ DC Village Economic Development Zone

 ___ Anacostia Economic Development Zone

 ___ At large DC based business, Non-Economic Development Zone

c. List type and qualification for Small Business Enterprise:

Industry Type

Revenue Limit (last fiscal year)

___ Construction (street, highway, bridges, etc.)	\$23 million or less
___ Building Construction (general construction, etc.)	\$21 million or less
___ Specialty Trade Contractors	\$13 million or less
___ Manufacturing Services	\$10 million or less
___ General Services	\$19 million or less
___ Transportation & Hauling Services	\$13 million or less
___ Goods & Equipment	\$8 million or less
___ Personal Services (hotels, beauty, laundry, etc.)	\$5 million or less
___ Business Services (general)	\$10 million or less
___ Health & Legal Services	\$10 million or less
___ Health Facilities Management	\$19 million or less
___ Financial Institutions	\$300 million in assets or less

19. List Workforce Information:

Workforce Information							
Name	Title	Full Time/ Part Time	Sex	Date Hired	Home Address	Phone	Ward No.

20. List Professional and Current Licenses:

License Type	License Number	License Expiration Date	Authorizing Entity of License

21. List Gross Annual Revenues for Last Three (3) Years:

19_____/ \$ _____ 19_____/ \$ _____ 19_____/ \$ _____

22. List Sources of Business Revenues

Source of Business Revenues Contracts/Sales	List Fiscal Year 19_____	Amount \$	% of Total Revenues
DC Government Prime		\$	%
DC Government Sub		\$	%
Private Sector		\$	%
Other		\$	%
Total		\$	100%
Description of "Other" sources			

23. Complete and notarize the attached Affidavit and submit to:

**District of Columbia
Department of Human Rights and Local Business Development
441 4th Street, NW, Suite 970N
Washington, DC 20001
Tel: (202)727-3900**

SWORN AFFIDAVIT

The undersigned swears that the foregoing statements made as part of this application and submitted (with/without a bid or proposal request) are true and correct and include all material information necessary.

1. to identify and explain the operations of (Name of Company) _____
2. to identify the ownership thereof; and
3. to establish their eligibility for certification as a Local Business Enterprise, and/or Small Business Enterprise, and/or Disadvantaged Business Enterprise, and/or located within an Enterprise Zone.

Further, the undersigned agrees that if he/she has not already done so, he/she will provide directly to the Local Business Opportunity Commission (LBOC) the LSDBE Application supporting documents as may be required. This includes complete Cooperation with the LBOC's certification process, and allows the examination of books, records and files of the names of the company at the business location or at any other place, including other companies with which the firm conducts its operations. The undersigned understand and agrees that failure to submit the required documentation could render a bid/proposal submitted under the rules of this statute null and void. The undersigned understands the District of Columbia Corporate Counsel may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers or principal thereof that is reasonably believed has certification by fraud or deceit or has furnished substantially inaccurate or incomplete information to the Commission which is punishable by a fine of \$100,000. A business enterprise convicted of false swearing shall be subject to criminal penalties of not more than \$1,000 and/or imprisoned for not more the one (1) year (Dec. 1, 1982, DC Law 4-164, §§404.29DCR 3976) and possible debarment. If a contract is terminated due to fraud or deceit by the applicant, requiring the government to readvertise or resolicit for products or services. The undersigned will be held liable for the additional expenses incurred by the government.

If, after filing this document there are any changes (during the term of the certification) in the information submitted herein, the undersigned will inform LSDBE Program immediately of the change.

NOTARIZATION: (Sign only in the presence of a D.C. Notary)

Signature: _____ Title: _____

Name (please print): _____ Date: _____

On this the _____ day of _____, 19_____. Before me personally (name of D.C. Notary) _____,

who is properly authorized by (name of firm) _____ to execute thus Affidavit and did so at his/her free act and deed.

Notary Signature: _____ My commission expires: _____